



**OFFICE OF THE ILLINOIS STATE TREASURER
DAN RUTHERFORD
JOB OPPORTUNITY ANNOUNCEMENT
March 2013**

Position Title: Business Analyst (Contractual)
Division: Information Technology
Location: Springfield
Salary: Commensurate with Experience (Hourly Rate)

Overview:

The Office of the Illinois State Treasurer is seeking to hire an individual to work directly with the user community to analyze business needs and define system requirements to meet those needs. Some smaller systems will be reviewed and the functions documented to determine the correct method of system replacement. The position will also work directly with the developers to design and test systems as well as conducting end-user training. This person will work independently on projects as well as part of the project team.

Duties:

- Work with the user communities for various projects to determine their business processing needs. This will be more than documenting what they do today. This person should be forward-thinking and be able to listen to the users' needs and incorporate advanced technological capabilities to offer suggestions to improve their business processes such that efficiencies are realized
- Develop Business Process Flows for existing and enhanced processing
- Document the business processing needs as system development requirements
- Work as the user liaison with the developers to ensure user needs are met
- Test applications and work with users during the user test phase
- Train the users on the new systems
- Perform other duties as assigned that are reasonably related

Specific Skills:

The following skills are mandatory:

- Document requirements and business process flows
- Develop initial screen designs
- Develop test plans and perform testing
- Must be able to work on multiple projects simultaneously
- Strong verbal and written communication skills

Application Process: Send application materials including letter of interest and resume to:

**Director of Human Resources
Office of the Illinois State Treasurer
400 West Monroe, Suite 401
Springfield, IL 62704
E-mail: HR@treasurer.state.il.us**

Equal Employment Opportunity Employer

***Applicants must be lawfully authorized to work in the United States.**